



DEPARTMENT OF THE NAVY

NAVY MEDICINE WEST
4170 NORMAN SCOTT ROAD
SAN DIEGO, CA 92136-5501

IN REPLY REFER TO:

5720
Ser 00L/0495
July 8, 2019

Mr. Eric F. Bauman
USNH Guam
eric.f.bauman.mil@mail.mil

Dear Mr. Bauman:

This responds to your Freedom of Information Act (FOIA) request of June 20, 2019, seeking "any email correspondence sent between vinh.d.doan.mil@mail.mil and maria.a.youg2.mil@mail.mil between 25 June 2018 and 06 July 2018." Your request was received by this office via FOIA Online on July 2, 2019 and assigned Case File Number 046-19. A copy of the responsive record is released as enclosure (1).

If you believe that an adequate search was not conducted, you may consider this an adverse determination of your request and you may appeal, in writing, to the Office of the General Counsel, Department of the Navy, Freedom of Information Act Appeals Office (5A532), 1000 Navy Pentagon, Washington, D.C. 20350-1000. Your appeal must be postmarked within 90 calendar days from the date of this letter to be considered. A rational statement as to why your appeal should be granted along with a copy of this letter and any supporting documentation should be attached as well. The appeal letter and envelope containing your appeal should bear the notation, "Freedom of Information Act Appeal".

If there is an adverse determination to your FOIA request, you have the right to seek dispute resolution from the Department of the Navy FOIA Public Liaison, Mr. Christopher Julka at (703)697-0031 or via email at christopher.a.julka@navy.mil. There are no assessable fees associated with the processing of your request. If you have any questions regarding our response, please contact CDR Edward B. O'Brien, JAGC, USN, at (619) 556-0016 or by e-mail at edward.b.obrien.mil@mail.mil.

Sincerely,

E. B. O'BRIEN
Commander, Judge Advocate
General's Corps, U.S. Navy
By direction of the
Commander

Enclosure (1): Electronic mail/Calendar invitation of June 18, 2018

Subject: INBRIEF: DBC
Location: CO OFFICE

Start: Wed 7/18/2018 4:30 PM
End: Wed 7/18/2018 5:30 PM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: Young, Maria A CAPT USN NAVHOSP CAMPEN CA (US)
Required Attendees: Doan, Vinh D CDR USN NAVHOSP GU (US); Reseter, Brenda K CDR USN NAVHOSP GU (US)

Categories: Purple Category

7/18 CDR RESETER PRESENCE IS REQUESTED TO ENSURE A GOOD TURNOVER WITH CO EXPECTATIONS

7/5 YOUR MEETING HAS BEEN MOVED TO THE 19th!

SIR- YOUR MEETING HAS BEEN CHANGED TO THE CO OFFICE DUE TO CONFERENCE ROOM SCHEDULING CONFLICTS.

Your INBRIEF with CAPT Young is scheduled for the above date and time.
Please arrive to CO CONF ROOM early to set up your presentation on the screen. *CAPT Young is in INDOC at this time.
She will be on a break. Please keep track of your time.
Below is the previously sent information.

EMAIL ME YOUR PRESENTATION BY COB (1600) THURSDAY (05JUL2018).

*CAPT Young is also requesting an ORG Chart. Template will be sent by DFA, however have something prepared if he does not get it out today.



DRAFT CO Inbrief
Template 20JU...

POC: CDR DOAN 344-9814

V/R
HM2 SMITH
344-9234

For this presentation, all meetings will be held in the CO Conference room. Please have a power point ready to go on screen and emailed to me ahead of time so that I can print out a hard copy in color for the CO. Head of each program/director is mandatory. For DIR meetings, SEL is also mandatory. For all other programs, SEL optional. Additional members optional. Please let me know if you have any questions.

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Per DFA Instruction:

The incoming template is only 3 slides (+whatever you wish to add).

1- Title

2- Overview

3- SWOT

Optional Additional Templates are on slides 5&6.

5- formatted with reference to the offsite initiative of 2 patient safety and 3 performance initiatives.

6-basic command logo placeholder and can be used for anything.

Feel free to edit and adjust content categories to meet the intent of your brief.



Naval Hospital Guam
"Service Before Self"



Where Navy Medicine Begins!

Incoming Commanding Officer Brief DirectorOrProgram Overview

DirectorOrProgramMgr: XYZ
SELorDeputy: XYZ



Directorate Overview


8 Departments: List1, List 2, List3....List8

Total Staff:
 ADSM: X Officers, Y Enlisted
 Civilians: Z
 Contractors: Q

Budget: \$999,999; 99 Contracts: \$333,333

Services Offered: TypeOfCare1, TypeOfCare2
 Services Not Offered: *SomethingSomeoneMightAssumeWeDoButDon't1,
 etc2,...

Key Relationships & Partnerships: i.e. Tripler, GRMC Neonatal, Guam Fire
 Department, Department of Homeland Security, JRM

	Strengths	Weaknesses
	Opportunities	Threats

	Additional Optional DRAFT TEMPLATES
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DIRECTORATE XYZ**Safety and Performance Improvement Priorities**

Measure	Target	Last Report	Current	Change	Action Officer , and team notes
S1: Safety thing you track	∞	na	35	+35	
S2: MHS Dashboard Measure XYZ					
P1: Performance thing you track	100%	75%	76%		
P2: Days since last sailor legal issue	180 days	*(2)	75 days		
P3: HEDIS A1C	etc	etc	etc		

**Director Admin notes:**

- Last incident reset S1 due to xyz on 17MAY.
- Improvement in P2 largely due to deckplate engagement. BZ!
- *(2): Previous high of 72 days.
- XYZ
- XYZ

**Additional Information**

- Something XYZ